

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, SEPTEMBER 30, 1999  
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Bob Workman  
Linda Steinman  
Bernie Heier  
Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer  
Dave Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Gwen Thorpe, Deputy County Clerk  
Ann Taylor, County Clerk's Office

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, SEPTEMBER 23, 1999**

**MOTION:** Steinman moved and Hudkins seconded approval of the Staff Meeting Minutes dated September 23, 1999. On call Steinman, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- a. Concept Study of Highway 34
- b. Special Grants Administrator

**MOTION:** Hudkins moved and Heier seconded approval of the additions to the agenda. On call Heier, Hudkins, Workman, Steinman and Campbell voted aye. Motion carried.

**3 DISCUSSION OF BOARD MEMBER MEETINGS**

- a. Human Services Needs Assessment - Campbell, Steinman

No report was given.

- b. Lancaster Manor Advisory Committee - Workman

Workman reported that the committee toured the facility.

- c. Visitors Promotion Committee - Steinman

See Item 10c.

- d. Information Services Policy Committee - Steinman, Workman

No report was given.

- e. Parks & Recreation Advisory Board - Workman

Workman reported that a retreat was held.

### **ACTION ITEMS**

- b. Microcomputer Request C#99250 from Emergency Management for \$4,560.99 from the Microcomputer Fund for Three (3) Compaq Deskpro Pentium Computers and Three (3) 15" Monitors

Eagan stated it is the recommendation of Dave Kroeker, Budget & Fiscal Officer, that funding be from the agency's budget, as the equipment will be shared with 911/Emergency Communications.

**MOTION:** Hudkins moved and Workman seconded to approve the request from the Emergency Management Budget and seek coordination with the City Finance Department. On call Hudkins, Workman, Heier, Steinman and Campbell voted aye. Motion carried.

- c. Recommendation of Denial from Visitors Promotion Advisory Committee Regarding a Request from Star City Holiday Festival and Parade for a Contingency Grant of \$3,000

Steinman said the recommendation of denial was based on the fact that this is a local event that does not increase lodging receipts (Exhibit A).

Hudkins stated he would like to see more support of promotional events.

**MOTION:** Workman moved and Heier seconded to accept the recommendation of the Visitors Promotion Advisory Committee and deny the contingency grant request from the Star City Holiday Festival and Parade. On call Steinman, Workman, Heier and Hudkins voted aye. Campbell abstained, noting she is a member of the Star City Holiday Festival and Parade Board of Directors. Motion carried.

- 4 CONCERT FOLLOW-UP; REVIEW OF AMUSEMENT LICENSE PROCESS -** Mike Webb, Barry's Bar & Grill; Terry Wagner, Lancaster County Sheriff; Larry Worrell, County Surveyor

## Concert Follow-Up

Mike Webb, Barry's Bar & Grill, reported on "Party on the Prairie", a country music concert recently held in a pasture at SW 40<sup>th</sup> and West Van Dorn, noting attendance was less than anticipated. He made the following suggestions for future events:

- \* Place informational signage in the parking area
- \* Move the area for stopping vehicles entering the parking area farther back
- \* Make provisions for handicapped parking
- \* Provide port-a-potty's in the parking area
- \* Improve lighting of path to parking area
- \* Require bands to provide lighting for sound stage area
- \* Maintain more control of "roadies"

Webb noted that the inability to frisk concertgoers made it difficult to control the smuggling of alcohol into the event. He praised the efforts of the Seward County Sheriff's contingent of posse on horseback that patrolled the event area.

Webb reported that organizers had difficulty in obtaining "No Parking" signs, suggesting that the County lease signs for future events.

In response to a question from Dave Johnson, Deputy County Attorney, Webb stated it appeared that the fencing prevented any trash from the concert from blowing into Pioneers Park, which was a concern of Parks Department officials.

Terry Wagner, Lancaster County Sheriff, presented a written report on the Sheriff Department's observations of the event (Exhibit B), noting the following:

- \* It was difficult to secure a sufficient number of off-duty law enforcement officers to provide security for the event
- \* No fights were reported and only one arrest was made
- \* Post-event traffic was easily disbursed

Wagner noted that the Lincoln/Lancaster County Health Department required organizers of the event to obtain a City Noise Variance, although it was unenforceable within the Three Mile Zoning Jurisdiction.

Campbell said there is a County Noise Ordinance which is enforceable and suggested that representatives of the Health Department be included in future discussions.

Webb said consistency is also needed in the issuance of food vendor permits.

In response to a question from Workman, Wagner stated village street dance events should be hosted by entities holding liquor licenses, rather than non-profit entities who rely on untrained volunteers for staffing.

## Review of Amusement License Process

Webb suggested that the applications for Special Designated Permit and Amusement License be combined. He also questioned the effectiveness of the bond requirement.

Campbell noted that County Attorney Office and Sheriff's Department are working on a revision of the applications and suggested that Webb serve on a committee to review the application process.

Doug Ahlberg, Emergency Management Director, suggested the Board consider formation of a Special Events Committee that could conduct a comprehensive, one-time review of each application.

### **5 CITY-COUNTY BUILDING SHELTERING PLAN - Doug Ahlberg, Emergency Management Director**

Doug Ahlberg, Emergency Management Director, reported that he had assisted representatives of the Building and Codes Department and Fire Prevention Bureau in a re-evaluation of the sheltering plan for the City-County Building. A number of structurally sound areas were identified within the building as suitable for shelter in instances of severe weather. Ahlberg said signs will be posted in these areas and diagrams and detailed building maps will be provided to agencies.

Ahlberg also gave a brief report on the Storm Sentry Data Transfer Network (DTN) System which measures and projects storm activity.

The Board requested Ahlberg to bring back a formal proposal on the system.

## **ADDITIONS TO THE AGENDA**

Campbell reported that Mayor Wesely has requested an audience with the Board to discuss revisions to the City of Lincoln letterhead.

**MOTION:** Steinman moved and Hudkins seconded approval to add this item to the agenda. On call Steinman, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

### **6 PAYROLL DEDUCTION & INSERT POLICY - Dave Johnson, Deputy County Attorney; Georgia Glass, Personnel Director; Bruce Medcalf, County Clerk; Tim Genuchi, County Clerk's Office**

Dave Johnson, Deputy County Attorney, presented a draft of *Procedures for Payroll Deductions and Distribution of Information with Paychecks* and a list of current payroll deductions and information distributed with paychecks in the past (Exhibit C).

Campbell noted there is currently a moratorium on paycheck inserts, although requests to distribute information on deferred compensation plans are pending from The Hartford Insurance Company and Nationwide Financial Services (formerly known as Public Employees Benefit Service Corporation PEBSO).

Georgia Glass, Personnel Director, suggested a more appropriate venue for distribution of this information might be New Employee Orientation and Open Enrollment Meetings. She agreed to research this option in further detail.

Brief discussion took place on whether to allow dissemination of information with paychecks on current payroll deductions and offers of discounted products and services available to employees and whether to limit payroll deductions to those attracting a certain number of employees.

Board consensus for the following:

- \* Cancel payroll deduction status for Pre-Paid Legal Services. The Board requested Dave Johnson, Deputy County Attorney, to prepare a letter notifying Pre-Paid Legal Services of this action and a letter to employees currently enrolled in that plan advising them that other arrangements will need to be made. The Board will review these drafts and the draft of *Procedures for Payroll Deductions and Distribution of Information with Paychecks* at the October 21st County Board Staff Meeting.
- \* Notify all other entities with payroll deduction status that the Board is reviewing their deduction privilege and will restrict dissemination of information to New Employee Orientation and Open Enrollment Meetings. Payroll inserts will be limited to the County Newsletter and information on Health and Dental Insurance Open Enrollment and the Flexible Employee Benefit Account (FEBA).
- \* Maintain advertisement-free format of County Newsletter.

**MOTION:** Steinman moved and Heier seconded to deny the requests from The Hartford Insurance Company and Nationwide Financial Services (formerly known as Public Employees Benefit Service Corporation PEBSO) for paycheck inserts. On call Steinman, Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

**7 ASH HOLLOW DEVELOPMENT** - Ron Melbye, Mayor of Waverly; Doug Rix, Administrator and Clerk of Waverly, Don Thomas, County Engineer

Ron Melbye, Mayor of Waverly, reported briefly on efforts to control flooding in the Ash Hollow subdivision.

Campbell asked whether Melbye anticipates any other development in that area.

Melbye said there are 20-30 acres east of the subdivision, currently zoned Agricultural (AG), which are suitable for development. He noted that a drainage study of that area will be requested if plans to develop the area are submitted.

Doug Rix, Administrator and Clerk of Waverly, noted there are plans for industrial development in the area of the John Deere Implement dealership, including extension of the access road to the west along Highway 6.

Melbye added that Linweld is also looking to add a plant south of the existing plant and a distribution center across the road.

**8 PAVING OF ARBOR ROAD** - Mike Thew, Deputy County Attorney; Don Thomas, County Engineer; Mark Hunzeker, Attorney

Mark Hunzeker, representing Noel Parrott, an Arbor Road landowner, briefly reviewed his client's request that the County waive its bidding process and buy off an existing contract to facilitate paving of Arbor Road this paving season. He stated that several of the property owners have expressed interest in having the road paved and paid for engineering work necessary to expedite the process.

Steinman noted that the project is slated for next year in the One and Six Year Road and Bridge Improvement Program and questioned the urgency of the request.

Hunzeker said two of the property owners have permits to excavate soil from their property that are contingent upon paving of Arbor Road. He added that paving of the road will also eliminate dust concerns related to traffic to the soccer facility.

Mike Thew, Deputy County Attorney, said bidding statutes are designed to protect the taxpayers and may not be waived unless a substantial savings is proven.

Hudkins asked whether the bidding process could be shortened.

Don Thomas, County Engineer, responded that a minimum of five to six weeks is required for the bidding process.

Hunzeker added that proceeding through the bidding process would not allow sufficient time for completion of the project this paving season. He requested a determination by the Board that the property owners' contribution of engineering work is a substantial savings to the County and a waiver of the bidding process, with paving proceeding by buying off the East Holdrege Street Project contract. Hunzeker noted that this project will not take precedence over the contractor's existing paving obligations.

**MOTION:** Steinman moved and Heier seconded to deny the request to waive the bidding process for Arbor Road and request the County Engineer to prioritize the Arbor Road project in bids specifications for the next paving season. On call Steinman, Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

## ADDITIONS TO THE AGENDA

- a. Concept Study of Highway 34

Don Thomas, County Engineer, reported that the State of Nebraska has drafted a Request for Proposals (RFP) for a concept study of Highway 34. The State has agreed to pay one-half of the projected \$100,000 cost and has asked the City and County to share in the remainder. Thomas suggested that this amount be capped at \$25,000.

**MOTION:** Steinman moved and Workman seconded to proceed in development of a contract for the study. On call Steinman, Heier, Hudkins, Workman and Campbell voted aye. Motion carried.

- c. City letterhead

Mayor Don Wesely appeared and presented a sample of the new letterhead design for the City of Lincoln. He asked how the County wished to proceed with regards to letterhead for joint agencies.

The Board requested Eagan to work with the Mayor's Office in the development, suggesting that the County Flag be incorporated in the design.

### 9 COMMUNITY MENTAL HEALTH CENTER DIRECTOR INTERVIEW - Barbara Boggs, Personnel Department

The Board interviewed Morna R. Pedersen-Rambo for the position of Community Mental Health Center Director (See Exhibit E for list of interview questions).

**MOTION:** Steinman moved and Hudkins seconded to authorize Kerry Eagan, Chief Administrative Officer, to offer Dean Settle the position of Community Mental Health Center Director and engage in salary negotiations. On call Steinman, Hudkins, Workman and Campbell voted aye. Heier voted no. Motion carried.

### 10 ACTION ITEMS

- a. Letter to Region V Regarding Professional Partners Services (Families First & Foremost Grant)

Campbell reported that a letter of agreement has been drafted to serve as a basis for a contract for Region V to provide Profession Partner Services for the Families First and Foremost Grant Program (Commissioners' Information Packet).

**MOTION:** Steinman moved and Workman seconded to authorize the letter to be sent to Region V. On call Steinman, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

- b. Microcomputer Request C#99250 from Emergency Management for \$4,560.99 from the Microcomputer Fund for Three (3) Compaq Deskpro Pentium Computers and Three (3) 15" Monitors

Item moved forward on the agenda.

- c. Recommendation of Denial from Visitors Promotion Advisory Committee Regarding a Request from Star City Holiday Festival and Parade for a Contingency Grant of \$3,000

Item moved forward on the agenda.

- d. Request form Purchasing Department to send Kathy Smith, Assistant Purchasing Agent, to the Kansas City Regional Purchasing Exposition at County Expense

**MOTION:** Hudkins moved and Heier seconded approval of the request. On call Hudkins, Heier, Workman, Steinman and Campbell voted aye. Motion carried.

## 11 CONSENT ITEMS

- a. Authorize Payment of \$3,000 from Inmate Benefit Fund to Support Jail Chaplain Program

**MOTION:** Steinman moved and Heier seconded approval. On call Steinman, Heier, Hudkins, Workman and Campbell voted aye. Motion carried.

## 12 ADMINISTRATIVE OFFICER REPORT

- a. Griffin Grant Writing and Consulting

Board consensus to invite representatives of Griffin Grant Writing and Consulting to a County Board Staff Meeting to answer questions and to authorize staff to proceed with development of a contract.

- b. LR 56

Steinman and Eagan reported on a meeting held with Senator Carol Hudkins and representatives of the Nebraska Legislature's Health and Human Services Committee, State Department of Health and Human Services, Lancaster County Mental Health Board, and the Nebraska Association of County Officials to discuss LR 56, which addresses post-commitment mental health patient care.

**MOTION:** Hudkins moved and Steinman seconded to support LR 56 and seek its inclusion in the list of Nebraska Association of County Officials (NACO) legislative priorities. No vote was taken.

**NOTE:** The Board will take action to support LB 496 and LR 56 at the October 4<sup>th</sup> County Board of Commissioners Meeting.

- c. Letter from U.S. Marshal's Office Regarding Cooperative Agreement Program (CAP)

**MOTION:** Hudkins moved and Steinman seconded to authorize the Chair to respond to the letter from the U.S. Marshal's Office and invite their involvement in a review of facilities and costs. On call Hudkins, Steinman, Workman, Heier and Campbell voted aye. Motion carried.

#### **ADDITIONS TO THE AGENDA**

- b. Special Grants Administrator

Eagan reported that a position description for the Special Grants Administrator position has been developed.

#### **ADJOURNMENT**

By direction of the Chair, the meeting was adjourned.

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Bruce Medcalf  
Lancaster County Clerk